



**YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 07-64**

FLEET MANAGEMENT AND USE POLICY

WHEREAS; The Mission Statement of this policy is to establish effective and efficient delivery of Yuma County fleet services by providing customer agencies with safe, reliable, economical, and environmentally sound transportation and related support services that are responsive to the needs of the various Yuma County Agencies and that conserve vehicle value and equipment investment.

WHEREAS; The purpose of this policy is to specify authority relationships and the institutional framework for managing the Fleet Management Division, all vehicle assets and to provide for decision making guidelines between customers and the Fleet Management Division.

WHEREAS; The provision of a central fleet management function will maximize economies of scale, efficiency of operation and consistency of operational aspects of the fleet.

WHEREAS; This will provide a framework that enables the County to identify and allocate costs of fleet related activities, thus enabling administrators to make the most efficient use of resources at their disposal.

WHEREAS; This policy shall supersede previous Yuma County policy regarding the management of vehicle assets.

NOW, THEREFORE, BE IT RESOLVED the Yuma County Board of Supervisors adopts this Fleet Management and Use Policy as follows:

1. Scope:

It is the policy of Yuma County to provide for central management of its fleet of vehicles, including the purchase, maintenance, repair, replacement and disposal. The Yuma County Sheriff's Office and Public Works Department are excluded from this policy.

The General Services Department shall be responsible for planning, directing, managing and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the Fleet Management Division vehicle assets.

40004

The Board of Supervisors has delegated responsibility for implementing the provisions of this policy to the General Services Director. The General Services Director shall be responsible for ensuring uniform application and interpretation of this policy.

It is the policy of Yuma County to monitor and control the number of vehicles allocated to departments so that vehicle assignments are based on actual, demonstrated and compelling need in the conduct of official business.

Vehicles shall only be used for County business. Where there are tangible benefits in allowing overnight custody of a vehicle, such vehicle may be taken home and used in accordance with the guidelines of the Yuma County Commuting Use of Vehicles policy. Take home vehicles are not an employee benefit, but rather serve to enhance the service capabilities of the County. Such vehicles are at all times to be considered tools necessary for the performance of a County service.

2. General Vehicle Policy Information:

All vehicles managed by the General Services Department Fleet Management Division (Fleet Management) are owned by Yuma County. All repairs on this equipment will be scheduled and or performed by the Fleet Management Division, unless otherwise instructed.

A best practice for each department to perform at maximum productivity is to take care of vehicles that are assigned to the department. This includes ensuring that the vehicle is well maintained, operating the vehicle the way it is intended to be operated, not misusing, abusing or neglecting the equipment and thereby keeping vehicle down time kept to a minimum.

It is the intention of Fleet Management to provide vehicles and equipment that conform to the request of each department. Specifications are developed by Fleet Management based on the department's stated, proven needs and are approved by the requesting department. The General Services Director will review specifications to determine whether the equipment needs are met by the specifications. The Board of Supervisors has final authority and approval regarding the procurement of all vehicles.

All new equipment will be delivered to Fleet Management for review to determine conformance with specifications, installation of decals, numbering assignment, and issuance. There may be some special preclusive circumstances for alternative delivery allowed by Fleet Management due to special considerations. If the equipment is replaced, the vehicle approved for replacement will be turned in before the issuance of the new equipment. Equipment will not be considered turned in until it is physically accepted by the Fleet Management Division.

The issuance of all vehicles will be performed by the Fleet Management Division. Vehicles turned into Fleet Management will be sold or otherwise disposed of in

conformance with State statutes. In general, vehicles will not be replaced until it meets the replacement criteria set forth herein. See *Vehicle Replacement section for more detail*.

3. Maintenance, Operation and Repair:

A. LUBRICATION

The operator's manual for each vehicle is provided when the vehicle is issued by General Services. In each manual is the manufacturers recommended service intervals. The intervals that shall apply are those for sever conditions. With each oil change interval, the vehicle will be lubricated and fully serviced by the scheduled service center. All service and repair will be performed by the County approved contracted Vendor, unless authorized by the Fleet Management Division or in the event of an emergency. The daily, weekly and bi-weekly service intervals are the responsibility of the operator. The Fleet Management Division will notify operators when a service is due. Operators are expected to make service arrangements with the contracted vendor within one (1) week of notification

Failure to bring vehicles to the scheduled service center when due will result in a reminder notice being sent to that respective department head.

B. TIRES

Tire repairs and replacements are available during normal business hours by contacting the **Fleet Management Division**. All tire acquisition and tire repair will be performed by the contracted Tire Vendor unless authorized by the Fleet Management Division or in the event of an emergency.

C. OTHER REPAIRS

The scheduling for the repair of all vehicles shall be completed by the Fleet Management Division personnel. Under no circumstances shall equipment be repaired, altered, or modified in any way by anyone except authorized personnel, unless previously approved by the Fleet Management Division.

Fleet Management will schedule repairs for any and every broken part found. When making these repairs, the department's budget and the practicality of the repair of a vehicle that may be close to the end of its useful life will be considered. Operational, non-critical items such as gauges and meters are necessary and need to be kept in working order. This allows Fleet Management to maintain better usage records, in order to determine replacement intervals and to justify additional equipment. The vehicle should be in as good condition as possible when it is turned in for sale to bring as much revenue back to the County as possible. The Fleet Management personnel will send requests for the replacement of vehicles needing marginal repairs to the department or agency head. No major repair will be performed

without Fleet Management first consulting the respective department or agency head.

D. OPERATION

The Fleet Management Division shall establish approved procured services for the County Fleet, including maintenance, repairs, fuel and vehicle acquisition. County departments will utilize these contracted services, except in the event of an emergency.

Each department will provide the Fleet Management Division a monthly mileage report for every assigned vehicle. This mileage report will be submitted as a monthly odometer reading from every assigned vehicle. Fleet Management will record the information in order to monitor vehicle use, service schedule needs and vehicle utilization.

4. Radios and Communications Equipment:

Procurement, transferring, repair and replacement of all two-way radio equipment are the responsibility of the Fleet Management Division. Vehicles are not authorized to carry any radio or communications equipment that is not specifically approved for use by that department.

5. Vehicle and Equipment Accidents and Abuse:

All County personnel shall comply with the Yuma County Risk Management, Occupational Health & Safety Policy, Section 1, sub-section 1.02 Loss Prevention and sub-section 1.03 Loss Reduction, regarding the use of County vehicles.

Abuse of a vehicle or equipment unit is defined as, but not limited to, operating a vehicle beyond its specified capabilities resulting in inordinate wear or damage:

- Driving at excessive speeds;
- Towing without proper equipment;
- Overloading;
- Failure to do operator maintenance;
- Failure to bring in for scheduled preventative maintenance and;
- General neglect and or misuse.

Incidents of any abuse of equipment should be reported by any person observing any such abuse to the respective agency head and the Office of Risk Management. Abuse of equipment will not be tolerated and may result in disciplinary action consistent with Yuma County Personnel Rule 501(c)(6).

40004

6. Fleet Additions and Replacements:

- A. All requests for additions to an agency's fleet or replacement of existing equipment shall be made during the annual budgeting process. The General Services Department Fleet Management Division will determine the propriety of any requests and shall provide budget information accordingly. If the request is for equipment from the existing fleet of used equipment designated for auction, the user agency head shall make a written request to the Fleet Management Division that the equipment be assigned to the requestor.

During annual budget preparation, each agency head shall review the equipment for which they are responsible. Once the agency head has determined that they have a vehicle in need of replacement, they shall fill out the top half of a 'REPLACEMENT VEHICLE APPRAISAL FORM'. This form is an essential submittal along with other budgetary forms. The appraisal form is the basis for condition reporting which is essential to determining the replacement status of any vehicle. Any vehicle replacement request received without the submittal of the Appraisal Form will be rejected. The Fleet Management Division will determine whether or not a replacement or addition is warranted and shall present their findings to the Financial Services Department during the annual budget process.

- B. Pursuant to Arizona Revised Statute §28-1441 through §28-1442, the Yuma County Board of Supervisors has determined a method for marking all motor vehicles owned or leased by Yuma County. All new fleet additions and or replacement vehicles shall be white in color.

All vehicles, except those exempted, shall bear the following identification markings:

1. Markings will be applied to each front door panel and shall contain the words FOR OFFICIAL USE ONLY in black one inch letters, the words containing the DEPARTMENT NAME in black letters and a 12-inch color Yuma County logo. Additionally, a vehicle unit identification number will be affixed to the front and or rear bumper of the vehicle in black 12-inch letters.
 2. Unless specifically approved by the Board of Supervisors, all vehicles will contain these markings. Agency heads seeking exemption or alternative markings shall petition the Board of Supervisors, providing written justification for each vehicle.
- C. If a vehicle unit is replaced, the disposition of the replaced unit shall be within the discretion of the Fleet Management Division and, under no circumstances, will the submitting division retain the old unit without express written approval from the Fleet Management Division.

40004

Replacement is a critical aspect in controlling overall fleet size and expense. The optimum economic replacement point is the lowest total cost for owning and operating a piece of equipment or vehicle over time. Costs increase substantially to retain and operate units beyond this point. Maintenance and operating costs are used to determine the point at which operational costs exceed replacement costs. Replacement analysis requires consistency in tracking costs acquired throughout the life of the vehicle/equipment.

Combinations of the factors below are taken into consideration in the evaluation process.

1. Age, mileage, and hours: Maintenance and operating costs increase as equipment ages.
2. Historical data: Overall operating costs for the life of the unit.
3. Mechanical condition: Fleet Management inspects the units. Costs are projected to return the unit to service or opt to retire the unit.
4. Obsolescence: Replacement parts and components may be difficult to obtain creating further delays getting the unit back into service.
5. Downtime: The total cost of equipment unavailability while being repaired.
6. Productivity: As units age the productivity declines, newer units are more efficient. It is not uncommon for a 10-year old unit to be 50% as productive as a current model.
7. Fuel Efficiency and Alternative Fuel capability: New units are generally more fuel-efficient than older units and technological advancements in the use of alternative fuels are frequently updated.
8. Initial purchase cost.
9. Appearance of vehicles projects a positive image of the County.

Procedures:

In the annual evaluation process of the County vehicle fleet, the following procedures will be followed.

All replacement requests shall take into consideration the above numerated criteria. Each request must provide documented justification explaining how the equipment is used. This is to include usage in hours, miles, or days over a twelve-month period.

40004

It shall be each agency's responsibility to request the replacement of vehicles and equipment in accordance with these guidelines.

Procedure Steps:

1. The agency head or their designee must submit a Vehicle/Equipment Replacement Request Form (Exhibit A) to the Fleet Management Division, to request a vehicle or equipment unit be replaced. Justification for the replacement request shall include any operator problems or issues along with all other pertinent information.
2. Upon receipt of the Vehicle/Equipment Replacement Request Form, the Fleet Management Division will determine if the unit(s) meet(s) the minimum criteria through an evaluation process recorded on the Vehicle Evaluation Report (Exhibit B).
3. The Vehicle Evaluation Report (Exhibit B) will document annual repair and operating expenses, note problems requiring corrective action, and any estimated costs for repairs. The evaluation shall recommend if the unit should be retained or retired.
4. Should the unit be retained, the Fleet Management Division will provide a copy of any repair estimates, parts and labor cost information to the requesting agency. The requesting agency has the right to appeal any recommendation or decision to the Fleet Management Division or County Administrator. The County Administrator shall have the final determination in any appeal.

All approved and prioritized replacement requests shall be forwarded to the agency for budget planning.

Replacement and "like for like" requests are processed in the manner previously outlined

Upgrades

The procedures for an agency requesting a vehicle/equipment upgrade requires additional supporting documentation. Upgrade considerations will be based upon justifications for increased efficiency, increased demand, task changes or if the original equipment is undersized. Documentation is to include the Fleet Management Evaluation Report, written justification by the requesting agency, Fleet Management approval and detailed explanation for the necessary upgrade. All upgrades must be reviewed and approved by the Fleet Management Division.

40004

All Wheel Drive Criteria

In order to qualify for a four-wheel drive vehicle, the agency must provide documentation that the vehicle will be used off-road (leaves primary roadways). A roadway shall be defined as a maintained road that is open to the use of the public for purposes of vehicular travel. All drive type upgrades must be submitted to the Fleet Management Division for consideration and recommendation.

The requesting agency will be required to meet with the Fleet Management Division to decide on an appropriate piece of equipment to use in the application. New requests must be submitted to the Fleet Management Division for consideration and recommendation.

Retirement

If a vehicle has been presented to the Fleet Management Division for replacement, the replaced vehicle shall be returned to the Fleet Management Division before the new replacement vehicle is placed into service. In order to extend the efficient utilization of County vehicles, the Fleet Management Division shall determine whether to place a retired vehicle back into service for a lower use application, such as a vehicle pool or temporary loan vehicle. Vehicles that are retired will be sold or otherwise disposed of in conformance with State of Arizona Statutes.

Disposal of Surplus Vehicles

Proceeds (revenue) from the sale of surplus (retired) vehicles are to be deposited into the County General Fund.

7. Depreciation Standards - Unit Life:

Exhibit C outlines depreciation standards for the main types of equipment purchased by the Fleet Management Division based upon NAFA Vehicle Replacement Standards. The depreciation periods shown in no way imply that vehicles and equipment will be replaced upon the expiration of that period of time. Determination of replacement is based on mileage, age, condition and operational effectiveness.

Vehicles incurring repetitive problems may be replaced early, only with the Fleet Management Division recommendation, subject to budgetary constraints and the County Administrator's concurrence. Vehicles that have been wrecked and have incurred major damage will be reviewed on an individual basis. The Risk Manager will decide whether it shall be repaired or replaced. When a vehicle has been transferred to a department which is an addition to their fleet, the vehicle will not be replaced for a minimum of two budget years. Under no circumstances will a vehicle be replaced in the County fleet until Fleet Management determines it is no longer advantageous to repair the vehicle.

8. Vehicle Assignments:

No employee is authorized to use a County vehicle for commuting or other activities without the written consent of that employee's agency head and Board of Supervisors approval. Agency heads will maintain a list of those employees who are authorized to take vehicles home. Personnel will not be afforded use of a personally assigned County vehicle unless it can be demonstrated that they are more than an incidental user. Incidental use is defined as less than 5,000 miles per year. Agency Heads are encouraged to promote the use of pool vehicles if appropriate for their operations.

9. Vehicle Appearance:

The County, at all times wants to present an image of professionalism and pride in the manner in which it takes care of Taxpayers assets. All vehicle operators shall maintain their assigned vehicles in a clean and orderly fashion. Exteriors shall be washed on a regular basis and interiors shall be kept free of trash and debris. Vehicles shall have a minimum of one full interior cleaning detail service annually. Vehicle operators shall report damaged decals, peeling paint and rusted exteriors to the Fleet Management Division and make arrangements to have any deficiencies repaired. Failure to maintain assigned equipment appearances will be considered abuse.

10. Drug and Alcohol Possession or Consumption:

The possession, transportation or consumption of any alcoholic beverage or any controlled substance within or upon any County vehicle is expressly prohibited.

11. Smoking:

Smoking is prohibited in all County vehicles. This policy applies to all employees of Yuma County, volunteers or employees of other agencies performing work for the County. It shall also apply to any member of the general public who has access to a County vehicle as a passenger. The assigned vehicle operator is at all times responsible for ensuring that no one smokes in the vehicle.

Effective Date:

40004

**YUMA COUNTY
FLEET MANAGEMENT
VEHICLE/EQUIPMENT REPLACEMENT REQUEST**

Vehicle Identification Number													Year	Make	Model

[illegible]

Received By (Fleet Management) _____ Date _____

Page 10 of 14

EXHIBIT B

**YUMA COUNTY
FLEET MANAGEMENT
VEHICLE EVALUATION REPORT**

Completed by Fleet Management:

VIN#	Year	Make	Model
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Original Purchase Price: \$	Current Mileage:
Miles/Hours Used Last 12 Months:	Year to Date Costs:
Evaluated by:	Life to date costs (fuel not included):

List Major mechanical repairs needed to retain full use for _____ years.

Detail: _____

	Condition Good/Fair/Poor	Estimated Repair Cost	Estimated Replacement Cost
ENGINE			
Tune-Up			
Belts			
Leaks			
Hoses			
Battery			
Cables			
Replacement			
TRANSMISSION			
Replacement			
Adjustments			
Leaks			
Clutch			
BRAKES			
Front			
Rear			
Parking			
Adjustments			
SUSPENSION			

EXHIBIT C

**YUMA COUNTY FLEET MANAGEMENT
PROCEDURES VEHICLE REPLACEMENT CRITERIA**

The following criteria* are to be used in the planning for vehicle replacements.

Vehicle Type	Purpose	Replacement Goals	
		Age	Mileage
Sedans and small passenger vans	Staff or client transport	8 years	150,000 miles
Light Trucks and Sport Utility Vehicles (SUVs) (8,000 GVWR or below)	Basic transport, light hauling	8 years	150,000 miles
Passenger and Utility Vans	Staff or client transport, light hauling	8 years	150,000 miles
Medium and Heavy Duty Trucks (over 8,000 GVWR)	Hauling	10 years	175,000 miles

Any exceptions to these criteria are based on whether the equipment has had excessive repair costs, and/or will require major repairs to continue use, and/or there is a more cost efficient piece of equipment to perform the work.

Sources for vehicle replacement goals:

Automotive Fleet, May 2000, p. 38: "Most Cited Written Replacement Policies"

Vehicle Remarketing Directory, p. 90: "Utility and Public Service Fleets Have Longest Lifecycles"

State of Oregon Vehicle Replacement Statement

State of Washington Vehicle Replacement Cycle

General Services Administration Greater Southwestern & Rocky Mountain Regional Bulletin, Oct. 1, 1996

Transportation Consultants, Inc., "State of Texas Report on Statewide Fleet Management," 3/8/00, p. 17

American Public Works Association: Vehicle Replacement Recommendations

US General Services Commission Vehicle Replacement Policy SS-66.8 9/30/98

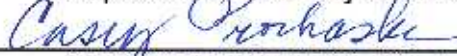
40004

EXHIBIT D

**YUMA COUNTY
FLEET MANAGEMENT
VEHICLE REPLACEMENT PRIORITIZATION FORM**

VEHICLE NUMBER	Make:	Model:
	Year:	Mileage:
Indicate appropriate criteria with X in this column.	Emergency/Critical Response Vehicle 1 Point	Indicate appropriate score point in this column.
	Replacement Criteria (Years/Miles) 1 Point - Meets criteria	
	Year to Date Repair Costs 1 Point = Over 25% of purchase price 2 Points = Over 50% of purchase price 3 Points = Over 75% of purchase price 3 Points = Repairs needed exceed 25%	
	Fleet Division Recommendation 3 Points maximum	
		Total:

Adopted this 19th day of November, 2007.



CASEY PROCHASKA, Chairman of the Board

ATTEST:



SUE STALLWORTH, Clerk of the Board

APPROVED AS TO FORM:



County Attorney

40004